

Clerk of the Circuit Court

Mission:

To provide high quality services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Goals:

- Eliminate backlog in Records Management Division
- Back-scan deed books and judgments so they will be accessible by computer
- Obtain certification for supervisors as Certified Deputy Clerks through the Weldon Cooper Center for Public Service (University of Virginia)
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable

Implementation Strategies for FY2003:

- Cross-train all Circuit Court Clerk employees to index court orders
- Aggressively seek an additional employee and more work-as-required and overtime funding to eliminate backlog, back-scan, and maintain work in a current status
- Send supervisors to additional seminars, training, etc.
- Upon back-scanning of deeds, remove several deed book storage desks from record room and relocate employee workstations to record room to accommodate the Records Management Division
- Rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management

Budget Issues:

- In FY2000, three project positions were added mid-year to assist in the operations of the office.
- In FY2001, additional funding was provided for full year support of the project positions. The State Compensation Board provided additional funding to support one of the project positions.
- In FY2002, funding for support costs were transferred from contractual services, to cover the purchase of a new copier and to acquire rental space for records retention. The reduction in record management was attributed to the purchase of an imaging system.
- For FY2003, contractual services funding was approved for the conversion of records from imaging to microfilm for the State archives.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Adopted Budget
20214 Clerk of the Circuit Court						
Personnel Services	364,854	395,623	484,795	506,320	506,320	537,535
Contractual Services	47,092	33,736	22,438	26,900	26,900	47,400
Internal Services	908	909	1,340	1,500	1,500	1,500
Other Charges	6,527	7,131	6,872	8,800	8,800	9,500
Materials & Supplies	12,794	14,715	16,712	20,000	20,000	14,500
Leases & Rentals	-	-	-	1,100	1,100	-
Capital Outlay	12,150	16,494	22,045	19,700	19,700	5,100
Activity Total	444,325	468,608	554,202	584,320	584,320	615,535
Percentage Change	7.62%	5.47%	18.27%	5.43%	N/A	5.34%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	8.00	11.00	11.00	11.00	11.00	11.00
Trades & Crafts	-	-	-	-	-	-
Total	9.00	12.00	12.00	12.00	12.00	12.00

